

**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
**CAREER LADDER SERIES**

**ATTACHMENT D**

**DEPARTMENT OF FINANCE AND ADMINISTRATION  
CLIP PLAN**

**001—Accounting Technician Career Path**

**Accounting Technician I, A106, grade 12**

	<b>REQUIREMENTS for promotion to Accounting Technician II, A108, grade 15</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school or vocational school diploma with courses in bookkeeping/accounting, administrative office procedures, or a related field.	n/a
EXPERIENCE	Three years' experience in bookkeeping/accounting.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Accounting Technician II, A108, grade 15**

	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**DEPARTMENT OF FINANCE AND ADMINISTRATION  
CLIP PLAN**

**001.2—Accountant Career Path**

**Accountant, A111, grade 18**

	<b>REQUIREMENTS for promotion to Accountant II, A110, grade 19</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in accounting or a related field. Prefer a CPA designation or eligible to sit for the CPA examination.	n/a
EXPERIENCE	Three years' experience in accounting or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Accountant II, A110, grade 19**

	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**DEPARTMENT OF FINANCE AND ADMINISTRATION  
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**002—Accounting Services Rep Career Path**

**Accounting Services Rep I, A122, grade 19**

	<b>REQUIREMENTS For promotion to Accounting Services Rep II, A124, grade 20</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in accounting or a related field.	n/a
EXPERIENCE	Three years' experience in accounting.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Accounting Service Rep II, A124, grade 20**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**DEPARTMENT OF FINANCE AND ADMINISTRATION  
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**002.1—Accounting Services Rep Career Path**

**Accountant, A111, grade 18\***

	<b>REQUIREMENTS For promotion to Accounting Services Rep I, A122, grade 19</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in accounting or a related field.	n/a
EXPERIENCE	Two years' experience in accounting.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Accounting Services Rep I, A122, grade 19**

	<b>REQUIREMENTS For promotion to Accounting Services Rep II, A124, grade 20</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in accounting or a related field.	n/a
EXPERIENCE	Three years' experience in accounting.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Accounting Service Rep II, A124, grade 20**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**003—Accounting Supervisor Career Path**

**Accounting Supervisor I, A006, grade 20**

	<b>REQUIREMENTS for promotion to Accounting Supervisor II, A008, grade 21</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in accounting or a related field.	n/a
EXPERIENCE	Four years' progressively more responsible experience in accounting, financial management, fiscal administration, or a related field, including one year in a supervisory or leadership capacity.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Accounting Supervisor II, A008, grade 21**

	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**DEPARTMENT OF FINANCE AND ADMINISTRATION  
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**004—DFA Accounting Specialist Career Path**

**DFA Accounting Specialist, A067, grade 21\***

	<b>REQUIREMENTS For promotion to DFA Accounting Specialist II, A265, grade 22</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in accounting.	n/a
EXPERIENCE	4 years' experience in fiscal management, 2 of which should be in public general fund accounting OR 1 year in the DFA CAFR Unit and 1 year of experience in the state year-end closing process.	n/a
CERTIFICATION	Certified Public Accountant (CPA)	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**DFA Accounting Specialist II, A265, grade 22**

	<b>REQUIREMENTS For promotion to DFA Accounting Specialist III, A263, grade 23</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in accounting.	n/a
EXPERIENCE	Five years' experience in fiscal management, 3 years of which should be in public general fund accounting OR 2 years in the DFA CAFR Unit plus participation in 2 state year-end closing processes.	n/a
CERTIFICATION	Certified Public Accountant (CPA) and Certified Government Financial Management (CGFM) designation.	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.

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SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.
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**Accounting Specialist III, A265, grade 23**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**006—Insurance Specialist Career Path**

**Insurance Specialist I, A051, grade 13**

	<b>REQUIREMENTS For promotion to Insurance Specialist II, A053, grade 16</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma with courses in business education, secretarial and bookkeeping, or related curricula OR equivalent vocational school courses.	n/a
EXPERIENCE	Three years' experience in health insurance, or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Insurance Specialist II, A053, grade 16**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**010-Auditor Career Path**

**Jr. Auditor, A250, grade 20**

	<b>REQUIREMENTS For promotion to Sr. Auditor, A251, grade 22</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of bachelor's degree in accounting, management, general business, or a related field.	n/a
EXPERIENCE	Three years' experience in auditing.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Sr. Auditor, A251, grade 22**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**DEPARTMENT OF FINANCE AND ADMINISTRATION  
CLIP PLAN**

**012--Tax Auditor Career Path**

**Tax Auditor Trainee, A105, Grade 17**

	<b>REQUIREMENTS For promotion to Tax Auditor I, A100, grade 18</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in accounting, management, general business, or a related field with a minimum of 24 hours of accounting.	n/a
EXPERIENCE	One year of experience in auditing.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Tax Auditor I, A100, grade 18**

	<b>REQUIREMENTS for promotion to Tax Auditor II, A102, grade 20</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in accounting, management, general business, or a related field with a minimum of 24 hours of accounting.	n/a
EXPERIENCE	Two years' experience in auditing.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Tax Auditor II, A102, grade 20**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

**DEPARTMENT OF FINANCE AND ADMINISTRATION  
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**013—Tax Examiner Career Path**

**Tax Examiner I, A107, grade 12**

	<b>REQUIREMENTS For promotion to Tax Examiner II, A109, grade 15</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	Three years' experience in document examination, bookkeeping, tax reporting or examination, or a related clerical field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Tax Examiner II, A109, grade 15**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**026—Computer Operator Career Path**

**Computer Operator Trainee, D007, Grade 11**

	<b>REQUIREMENTS For promotion to Computer Operator I, D003, grade 13</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	1. The formal education equivalent of a high school diploma. 2. The formal education equivalent of a high school diploma and one year of specialized training in computer operations or related area.	n/a
EXPERIENCE	1. One year of experience.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Computer Operator I, D003, grade 13**

	<b>REQUIREMENTS for promotion to Computer Operator II, D005, grade 15</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma; plus one year of specialized training.	n/a
EXPERIENCE	Two years' experience in computer operations or related area.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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**Computer Operator II, D005, grade 15**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**029—DP Supervisor Career Path**

**DP Supervisor I, D018, grade 17**

	<b>REQUIREMENTS For promotion to DP Supervisor II, D020, grade 19</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in computer applications, computer science, or related field.	n/a
EXPERIENCE	Two years of experience in computer operations or related area, including one year in a supervisory capacity.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**DP Supervisor II, D020, grade 19**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**032—Systems Programmer Career Path**

**Jr. Systems Programmer, D032, grade 18**

	<b>REQUIREMENTS For promotion to Systems Programmer, D038, grade 22</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in computer science, mathematics, or a related field.	n/a
EXPERIENCE	Four years' experience in systems programming or analysis.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Systems Programmer, D038, grade 22**

	<b>REQUIREMENTS for promotion to Sr. Systems Programmer, D064, grade 24</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in computer science, mathematics, or a related field.	n/a
EXPERIENCE	Five years' experience in systems programming or analysis.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Sr. Systems Programmer, D064, grade 24**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**033—Programmer/Analyst Career Path**

**Programmer Trainee, D035, grade 16**

	<b>REQUIREMENTS For promotion to Programmer Analyst, D034, grade 18</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in computer science, mathematics, or a related field.	n/a
EXPERIENCE	n/a	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Programmer Analyst, D034, grade 18**

	<b>REQUIREMENTS for promotion to Sr. Programmer/Analyst, D036, grade 21</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of bachelor's degree in computer science, mathematics, or a related field.	n/a
EXPERIENCE	Two years' experience in programming and/or system analysis.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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**Sr. Programmer/Analyst, D036, grade 21**

	<b>REQUIREMENTS for promotion to Lead Programmer/Analyst, D124, grade 22</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of bachelor's degree in computer science, mathematics, or a related field.	n/a
EXPERIENCE	Four years' experience in computer operations or data processing, including one year in a leadership or supervisory capacity.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Lead Programmer/Analyst, D124, grade 22**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**037—Systems Coordination Analyst Career Path**

**Systems Coordination Analyst I, D132, grade 19**

	<b>REQUIREMENTS For promotion to Systems Coordination Analyst II, D066, grade 22</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of bachelor's degree in computer science, mathematics, or related field.	n/a
EXPERIENCE	Four years' experience in data processing or computer operations, including one year in a leadership capacity.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Systems Coordination Analyst II, D066, grade 22**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**040—DFA AASIS SOFTWARE SYSTEMS ANALYST CAREER PATH**

**DFA AASIS Software Systems Analyst I, D134, grade 23**

	<b>REQUIREMENTS For promotion to DFA AASIS Software Systems Analyst II, D120, grade 25</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in human resources, personnel management, public administration, computer science, business administration, finance, accounting, or related field.	n/a
EXPERIENCE	Five years' experience resolving systems problems in assigned areas.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, AASIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, AASIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**DFA AASIS Software Systems Analyst II, D120, grade 25**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, AASIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP plans must be developed for individual positions using the criteria above.

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**041—DFA AASIS FI/HR LEAD SYSTEMS ANALYST CAREER PATH**

**DFA AASIS FI/HR Systems Analyst I, D118, grade 20**

	<b>REQUIREMENTS For promotion to DFA AASIS FI/HR Systems Analyst II, D117, grade 22</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in human resources, personnel management; public administration, computer science, accounting, business management, or related field.	n/a
EXPERIENCE	Three years' experience in personnel management, computer science, budgeting, finance, payroll, accounting, business management, or related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, AASIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, AASIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

	<b>REQUIREMENTS For promotion to DFA AASIS FI/HR Lead Systems Analyst, D116, grade 24</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in human resources, personnel management; public administration, computer science, accounting, business management, or related field.	n/a
EXPERIENCE	Four years' experience in personnel management, computer science, budgeting, finance, payroll, accounting, business management, or related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, AASIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, AASIS training, and/or other outside training as deemed appropriate for the office.

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PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**DFA AASIS Lead Systems Analyst, D116, grade 24**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, AASIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**042—DFA AASIS TRAINING SPECIALIST CAREER PATH**

**DFA AASIS Training Specialist I, D137, grade 20**

	<b>REQUIREMENTS For promotion to DFA AASIS Training Specialist II, D136, grade 21</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in education, sociology, psychology, or related field.	n/a
EXPERIENCE	Two years' experience providing training and instruction. A minimum of six months SAP or AASIS experience is required.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, AASIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, AASIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**DFA AASIS Training Specialist II, D136, grade 21**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, AASIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**046—Staff Development Career Path**

**Staff Development Specialist I, E048, grade 16**

	<b>REQUIREMENTS For promotion to Staff Development Specialist II, E050, grade 18</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in psychology, business administration, education, or related field.	n/a
EXPERIENCE	Two years' instructional experience in the area being taught.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Staff Development Specialist II, E050, grade 18**

	<b>REQUIREMENTS for promotion to Staff Development Coordinator, E114, grade 20</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in psychology, business administration, education, sociology, or related field.	n/a
EXPERIENCE	Three years' experience in staff development activities.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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**Staff Development Coordinator, E114, grade 20**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**051—Building Plant Maintenance Career Path**

**Building Plant Maintenance Supervisor I, G027, grade 16**

	<b>REQUIREMENTS For promotion to Building Plant Maintenance Supervisor II, G028, grade 18</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	Five years' experience in one or more skilled trades, including one year supervising skilled workers.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Building Plant Maintenance Supervisor II, G028, grade 18**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**053—Custodial Worker Career Path**

**Custodial Worker I, G171, grade 03**

	<b>REQUIREMENTS For promotion to Custodial Worker II, G035, grade 04</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	Completion of sufficient education or training to read and write.	n/a
EXPERIENCE	One year of experience in custodial work or related area.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Custodial Worker II, G035, grade 04**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**054—Custodial Supervisor Career Path**

**Custodial Supervisor I, G169, grade 06**

	<b>REQUIREMENTS For promotion to Custodial Supervisor II, G039, grade 08</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	Completion of sufficient education or training to read and write.	n/a
EXPERIENCE	Three years of more responsible experience in custodial work or related area, including one year in a supervisory capacity.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Custodial Supervisor II, G039, grade 08**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**072--Administrative Support Career Path**

**Office Clerk, K015, grade 07**

	<b>REQUIREMENTS For promotion to Data Entry Specialist, K006, grade 10</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	One year of experience in administrative support activities with emphasis in data entry operations.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

--OR--

**Office Clerk, K015, grade 07**

	<b>REQUIREMENTS for promotion to Clerk Typist (Clerical Asst), K023, grade 10</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	One year of clerical experience	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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--OR--

**Office Clerk, K015, grade 07**

	<b>REQUIREMENTS for promotion to Receptionist K097, grade 10</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	One year of experience in clerical work or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Data Entry Specialist, K006, grade 10  
OR  
Clerk Typist (Clerical Asst), K023, grade 10  
OR  
Receptionist K097, grade 10**

	<b>REQUIREMENTS for promotion to Secretary I, K155, grade 11</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma; plus one year of specialized training in the secretarial field.	n/a
EXPERIENCE	One year of experience in clerical work or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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**Secretary I, K155, grade 11**

	<b>REQUIREMENTS for promotion to Secretary II, K153, grade 13</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma; plus one year of specialized training in the secretarial field.	n/a
EXPERIENCE	Three years' experience as a secretary.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Secretary II, K153, grade 13**

	<b>REQUIREMENTS for promotion to Executive Secretary/Admin Secretary, K041, grade 14</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma; plus two years of specialized training in office administration, secretarial science or related field.	n/a
EXPERIENCE	Two years of secretarial experience, including one year in a leadership capacity.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

--OR--

**Secretary II, K153, grade 13**

	<b>REQUIREMENTS for promotion to Medical/Legal Secretary, K117, grade 14</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma; plus two years of specialized training in the clerical or secretarial field.	n/a
EXPERIENCE	Two years of medical or legal secretarial experience.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Medical/Legal Secretary, K117, grade 14**

	<b>REQUIREMENTS for promotion to Legal Secretary II, K048, grade 16</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	1. The formal education equivalent of a bachelor's degree in political science, public administration, general business, or related field; OR 2. The formal education equivalent of a paralegal certification; OR 3. The formal education equivalent of a high school diploma;	n/a
EXPERIENCE	1. One year of experience in a legal environment. OR 2. Three years of general secretarial experience, including two years in a legal environment.	n/a

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	OR 3. Five years of general secretarial experience including three years in a legal environment.	
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Executive Secretary/Admin Secretary, K041, grade 14**

**OR**

**Medical/Legal Secretary, K117, grade 14**

	<b>REQUIREMENTS For bonus eligibility</b>	
EDUCATION	n/a	
EXPERIENCE	n/a	
CERTIFICATION	n/a	
CONDUCT	Satisfactory or better	
PE RATING	Above Average or Exceeds	
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	

**Legal Secretary II, K048, grade 16**

	<b>REQUIREMENTS For bonus eligibility</b>	
EDUCATION	n/a	
EXPERIENCE	n/a	
CERTIFICATION	n/a	
CONDUCT	Satisfactory or better	
PE RATING	Above Average or Exceeds	
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**072.1—Legal Secretary Career Path**

**Medical/Legal Secretary, K117, grade 14**

	<b>REQUIREMENTS for promotion to Legal Secretary II, K048, grade 16</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	1. The formal education equivalent of a bachelor's degree in political science, public administration, general business, or related field; OR 2. The formal education equivalent of a paralegal certification; OR 3. The formal education equivalent of a high school diploma;	n/a
EXPERIENCE	1. One year of experience in a legal environment. OR 2. Three years of general secretarial experience, including two years in a legal environment. OR 3. Five years of general secretarial experience including three years in a legal environment.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Legal Secretary II, K048, grade 16**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.  
CLIP Plans must be developed for individual positions using the criteria above.

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**073--Clerk/Document Examiner Career Path**

**Office Clerk, K015, grade 07**

	<b>REQUIREMENTS for promotion to Cash Control Operator, K180, grade 09</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	Six months' experience in the operation of a 10-key adding machine.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Cash Control Operator, K180, grade 09**

	<b>REQUIREMENTS For promotion to Data Entry Specialist, K006, grade 10</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	One year of experience in administrative support activities with emphasis in data entry operations.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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**Cash Control Operator, K180, grade 09**

	<b>REQUIREMENTS for promotion to Clerk Typist (Clerical Asst), K023, grade 10</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	One year of clerical experience	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

--OR--

**Cash Control Operator, K180, grade 09**

	<b>REQUIREMENTS for promotion to Document Examiner I, K037, grade 10</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	One year of experience in forms review or verification.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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**Data Entry Specialist, K006, grade 10**  
**OR**  
**Clerk Typist (Clerical Asst), K023, grade 10**  
**OR**  
**Document Examiner I, K037, grade 10**

	<b>REQUIREMENTS for promotion to Document Examiner II, K039, grade 12</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	Two years' of experience in forms review or verification.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Document Examiner II, K039, grade 12**

	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**078—Micro-Photographer Career Path**

**Micro-Photographer I, K075, grade 07**

	<b>REQUIREMENTS For promotion to Micro-Photographer II, K077, grade 09</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	Six months' experience in microphotography or related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Micro-Photographer II, K077, grade 09**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

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**080.1--Cashier Career Path**

**Cashier/Cashier II, K145, grade 12**

	<b>REQUIREMENTS For promotion to Cashier III, K002, grade 13</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	Two years of experience in customer service, clerical work, or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Cashier III, K002, grade 13**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**081—Mail Officer Career Path**

**Mail Processor, K182, grade 08**

	<b>REQUIREMENTS For promotion to Mail Officer, K065, grade 09</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	One year of experience in postal operations.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Mail Officer, K065, grade 09**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**088--Nurse Career Path**

**Nurse I, L068, grade 18**

	<b>REQUIREMENTS For promotion to Nurse II, L070, grade 20</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	n/a	n/a
EXPERIENCE	One year of experience as a registered nurse.	n/a
CERTIFICATION	Licensed as a Registered Nurse by the Arkansas State Board of Nursing as established by Acts 432 of 1971, 613 of 1979, and 19 of 1981.	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Nurse II, L070, grade 20**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**134—Administrative Assistant Career Path**

**Administrative Assistant I, R009, grade 15**

	<b>REQUIREMENTS for promotion to Administrative Assistant II, R010, grade 17</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	1. The formal education equivalent of a bachelor's degree in business administration, office administration, or a related field. OR 2. The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field.	n/a
EXPERIENCE	1. One year of experience in a specialized or related field applicable to work performed. OR 2. Five years' experience in specialized or a related field applicable to work performed.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Administrative Assistant II, R010, grade 17**

	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**135--Attorney Career Path**

**Attorney, R036, grade 24**

	<b>REQUIREMENTS For promotion to Attorney Specialist, R170, grade 25</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	n/a	n/a
EXPERIENCE	Three years' legal experience	n/a
CERTIFICATION	Licensed to practice law by the State Board of Law Examiners a established by Act 361 of 1917 and Act 88 of 1873.	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Attorney Specialist, R170, grade 25**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**136.1—Budget Analyst Career Path**

**Budget Specialist, R048, grade 19**

	<b>REQUIREMENTS For promotion to Budget Analyst, R044, grade 20</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in accounting, economics, finance, financial management, general business, or a related field.	n/a
EXPERIENCE	Two years' experience in accounting, finance, or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Budget Analyst, R044, grade 20**

	<b>REQUIREMENTS for promotion to Sr. Budget Analyst, R046, grade 22</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in accounting, economics, banking finance, administrative services, general business, or a related field.	n/a
EXPERIENCE	Three years' progressively more responsible related work experience, two of which include budget preparation and/or analysis or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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**Sr. Budget Analyst, R046, grade 22**

	<b>REQUIREMENTS for promotion to Sr. Budget Analyst/Specialist, R475, grade 24</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in accounting, finance, general business, computer science, or a related field.	n/a
EXPERIENCE	Four years' experience in state budget development and administration.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Sr. Budget Analyst/Specialist, R475, grade 24**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**137—Personnel Representative Career Path**

**Personnel Representative Technician, R383, grade 16**

	<b>REQUIREMENTS For promotion to Personnel Representative Trainee, R186, grade 17</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in business, administration, personnel management, English, public administration, or related field.	n/a
EXPERIENCE	n/a	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Personnel Representative Trainee, R186, grade 17**

	<b>REQUIREMENTS for promotion to Personnel Representative I, R126, grade 20</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in business administration, personnel management, English, public administration, or a related field.	n/a
EXPERIENCE	Two years' experience in public administration, personnel management, or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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**Personnel Representative I, R126, grade 20**

	<b>REQUIREMENTS for promotion to Personnel Representative II, R128, grade 21</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in business administration, personnel management, English, public administration, or a related field.	n/a
EXPERIENCE	Two years' experience in public administration, personnel management, or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Personnel Representative II, R128, grade 21**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**138—Personnel Officer Career Path**

**Personnel Assistant, K089, grade 12**

	<b>REQUIREMENTS For promotion to Personnel Officer, R125, grade 13</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma. Three years' experience, including one year in a personnel or payroll-related field.	n/a
EXPERIENCE	Three years' experience, including one year in a personnel or payroll-related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Personnel Officer, R125, grade 13**

	<b>REQUIREMENTS for promotion to Personnel Officer II, R190, grade 17</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	1. The formal education equivalent of a bachelor's degree in personnel management, general business, business administration, or a related field. OR 2. The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	2. Four years' experience in general office work, including two years in a personnel/payroll related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL	Demonstrated desirable or beneficial KSAs	Demonstrated desirable or beneficial

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REQUIREMENTS	appropriate to position.	KSAs appropriate to position.
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**Personnel Officer II, R190, grade 17**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**140—Grants Coordinator Career Path**

**Grants Coordinator I, R166, grade 17**

	<b>REQUIREMENTS For promotion to Grants Coordinator II, R168, grade 19</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a bachelor's degree in public administration, general business, accounting, finance, or a related field.	n/a
EXPERIENCE	Two years' experience in program planning, program administration, or a related field, one of which must be with grant programs.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Grants Coordinator II, R168, grade 19**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**142—Management Project Analyst Career Path**

**Management Project Analyst I, R264, grade 18**

	<b>REQUIREMENTS For promotion to Management Project Analyst II, R266, grade 20</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of bachelor's degree in public administration, general business, or a related field.	n/a
EXPERIENCE	Three years' experience in planning, research, or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Management Project Analyst II, R266, grade 20**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**153—Buyer Career Path**

**Buyer I, V004, grade 14**

	<b>REQUIREMENTS For promotion to Buyer II, V006, grade 18</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	Five years' experience in merchandising or a related field, including two years in a purchasing environment.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Buyer II, V006, grade 18**

	<b>REQUIREMENTS for promotion to Buyer III, V008, grade 19</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a two years college coursework in business management, general business, or a related field.	n/a
EXPERIENCE	Six years' experience in sales, marketing, or a related field, including three years in a purchasing environment.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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**Buyer III, V008, grade 19**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.



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**155—Commodity Analyst Career Path**

**Commodity Analyst, V019, grade 14**

	<b>REQUIREMENTS For promotion to Commodity Distribution Representative, V021, grade 15</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	Three years' experience in commodity distribution, warehousing, inventory control, food services, or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Commodity Distribution Representative, V021, grade 15**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**156—Purchasing Agent Career Path**

**Purchasing Assistant, V041, grade 11**

	<b>REQUIREMENTS For promotion to Purchasing Agent I/Assistant Purchasing Agent, V039, grade 15</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	Three years' experience in retail sales, inventory control, warehousing, or a related field, including two years in buying.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Purchasing Agent I/Assistant Purchasing Agent, V039, grade 15**

	<b>REQUIREMENTS for promotion to Purchasing Agent II/Purchasing Agent, V040, grade 18</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma; plus two years' advanced training in accounting, economics, statistics, purchasing, or a related field.	n/a
EXPERIENCE	Three years' experience in retail sales, inventory control, warehousing, or a related field including two years in buying.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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**Purchasing Agent II/Purchasing Agent, V040, grade 18**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**159—Records Center Operator Career Path**

**Records Center Operator I, W021, grade 07**

	<b>REQUIREMENTS For promotion to Records Center Operator II, W023, grade 10</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	One year of experience in filing, recordkeeping, or clerical duties.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Records Center Operator II, W023, grade 10**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**160—Records Management Career Path**

**Records Consultant, W025, grade 15**

	<b>REQUIREMENTS For promotion to Records Management Analyst I, W028, grade 17</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of an associate degree in office administration, office occupations, secretarial science, or a related field.	n/a
EXPERIENCE	Three years' experience in clerical record keeping, records management, forms design, or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Records Management Analyst I, W028, grade 17**

	<b>REQUIREMENTS For promotion to Records Management Analyst II, W030, grade 18</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	1. The formal education equivalent of a bachelor's degree in business education, business management, or a related field. OR 2. The formal education equivalent of an associate degree in office administration, office occupations, business management, secretarial science, or a related field.	n/a
EXPERIENCE	1. One year of experience in records management, forms design, or a related field. OR 2. Three years' experience in records management, forms design, or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.

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PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Records Management Analyst II, W030, grade 18**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**161—ABC Enforcement Officer Career Path**

**ABC Enforcement Officer, X316, grade 18**

	<b>REQUIREMENTS For promotion to ABC Sr. Enforcement Officer, X304, grade 20</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	1. The formal education equivalent of a bachelor's degree in public administration, criminal justice, or related field. OR 2. The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	1. One year of experience in law enforcement. OR 2. Five years' experience in law enforcement.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**ABC Sr. Enforcement Officer, X304, grade 20**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**168—OCSE Investigator Career Path**

**OCSE Investigator I, X357, grade 17**

	<b>REQUIREMENTS For promotion to OCSE Investigator II, X351, grade 18</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	1. The formal education equivalent of a bachelor's degree in criminal justice, social work, sociology, or a related field. OR 2. The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	1. One year of experience in investigative work or within a social service program. OR 2. Six years' experience in investigative work or within a social service program.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of ARCSIS training, IATP courses, and/or other outside training as deemed appropriate for the office.	Successful completion of ARCSIS training, IATP courses, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**OCSE Investigator II, X351, grade 18**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of ARCSIS training, IATP courses, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**184—Child Support Technician Career Path**

**Document Examiner I, K037, grade 10**

	<b>REQUIREMENTS For promotion to Document Examiner II, K039, grade 12</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	Two years' experience in form review or verification.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of ARCSIS training, IATP courses, and/or other outside training as deemed appropriate for the office.	Successful completion of ARCSIS training, IATP courses, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Document Examiner II, K039, grade 12**

	<b>REQUIREMENTS for promotion to Child Support Technician, K018, grade 14</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	Three years' experience in forms review and verification, and evaluating applicant eligibility, including one year of experience in child support operations or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of ARCSIS training, IATP courses, and/or other outside training as deemed appropriate for the office.	Successful completion of ARCSIS training, IATP courses, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Child Support Technician, K018, grade 14**

	<b>REQUIREMENTS For bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of ARCSIS training, IATP courses, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**189A—Transportation Services Representative Career Path**

**Data Entry Specialist, K006, grade 10**

**OR**

**Document Examiner I, K037, grade 10**

	<b>REQUIREMENTS for promotion to Accounting Technician I, A106, grade 12</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school or vocational school diploma with courses in bookkeeping/accounting, administrative office procedures, or a related field.	n/a
EXPERIENCE	Eighteen months' experience in bookkeeping/accounting.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**--OR--**

**Data Entry Specialist, K006, grade 10**

**OR**

**Document Examiner I, K037, grade 10**

	<b>REQUIREMENTS for promotion to Document Examiner II, K039, grade 12</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	Two years' experience in form review or verification.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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**Accounting Technician I, A106, grade 12****OR****Document Examiner II, K039, grade 12**

	<b>REQUIREMENTS for promotion to Transportation Services Rep, K016, grade 14</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma; plus two years' specialized training in computers, computer applications, document examination, or a related field.	n/a
EXPERIENCE	n/a	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Transportation Services Rep, K016, grade 14**

	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**190A—Taxpayer Services Representative Career Path**

**Accounting Technician I, A106, grade 12**

	<b>REQUIREMENTS for promotion to Accounting Technician II, A108, grade 15</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school or vocational school diploma with courses in bookkeeping/accounting, administrative office procedures, or a related field.	n/a
EXPERIENCE	Three years' experience in bookkeeping/accounting.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Accounting Technician II, A108, grade 15**

	<b>REQUIREMENTS for promotion to Taxpayer Services Rep, A134, grade 16</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	1. The formal education equivalent of a high school diploma.  OR 2. The formal education equivalent of an associate degree in business.	n/a
EXPERIENCE	1. Four years' experience in document examination, tax reporting or tax examination, or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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**Taxpayer Services Representative, A134, grade 16**

	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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**190B—Taxpayer Services Representative Career Path**

**Tax Examiner I, A107, grade 12**

	<b>REQUIREMENTS for promotion to Tax Examiner II, A109 grade 15</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	The formal education equivalent of a high school diploma.	n/a
EXPERIENCE	Three years' experience in document examination, bookkeeping, tax reporting or examination, or a related clerical field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Tax Examiner II, A109, grade 15**

	<b>REQUIREMENTS For promotion to Taxpayer Services Rep, A134, grade 16</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	1. The formal education equivalent of a high school diploma.  OR 2. The formal education equivalent of an associate degree in business.	n/a
EXPERIENCE	1. Four years' experience in document examination, tax reporting or tax examination or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

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**Taxpayer Services Representative, A134, grade 16**

	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.



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**190C—Taxpayer Services Representative Career Path**

**Delinquent Tax Collector, A031, grade 15**

	<b>REQUIREMENTS for promotion to Taxpayer Services Rep, A134 grade 16</b>	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	1. The formal education equivalent of a high school diploma <b>OR</b> 2. The formal education equivalent of an associate degree in business.	n/a
EXPERIENCE	Four years experience in document examination, tax reporting or tax examination, or a related field.	n/a
CERTIFICATION	n/a	n/a
CONDUCT	Satisfactory or better	Satisfactory or better
PE RATING	Satisfactory or better	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.	Demonstrated desirable or beneficial KSAs appropriate to position.

**Taxpayer Services Representative, A134, grade 16**

	<b>REQUIREMENTS for bonus eligibility</b>
EDUCATION	n/a
EXPERIENCE	n/a
CERTIFICATION	n/a
CONDUCT	Satisfactory or better
PE RATING	Above Average or Exceeds
TRAINING	Successful completion of in-house training, IATP courses, DIS training, and/or other outside training as deemed appropriate for the office.
PROJECTS	Appropriate participation in a DFA director-approved project, as assigned.
SUPPLEMENTAL REQUIREMENTS	Demonstrated desirable or beneficial KSAs appropriate to position.

Notes: Management may opt to award a bonus payment in lieu of a promotion at any level.

CLIP Plans must be developed for individual positions using the criteria above.

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